

North Carolina Cost Share Programs Review Summary
(month, year)

County	<u>Tyrrell</u>	Date of Previous Review/Report	<u>1/27/2014</u>
District Staff Name(s)	<u>Ty Fleming</u>	Date	<u>6/24 – 6/25/19</u>
NRCS Staff Name(s)	<u></u>		
Division Representative(s)	<u>Tom Hill</u>		
Additional Participants	<u></u>		

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments) Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
How/when are the district board meetings scheduled?				X	First Monday of the month.		X			
How do you notify the public of the board meeting schedule? Does it adhere to the Open Meetings Law?				X	Posted at county office, courthouse and website		X			

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Please describe the district's process for providing assistance to applicants by assessing resource concerns to determine if a BMP is "needed and feasible" and then developing the conservation plan.				X	People will request assistance or ask about natural resource concern issues both as "walk-ins" and by phone. Staff will approach others when they identify issues as they conduct business across the county. Good initiative!		X			
Does the district provide technical assistance without cost share funds?				X	Yes		X			
What type of technical assistance is provided without cost share funds?	X				Canal ditch slopes, land contours, homeowner's surveys for flooding and shaping of lot, alligator weed control and canal spraying, culvert designs, measurements for equipment and crop to determine correct widths, laying off ditches, flood inundation mapping		X	Staff performs extensive work that is non cost share, providing excellent customer service to the citizens of Tyrrell County.		
Are applications, contracts and requests for payments reviewed and approved by the Board as a separate action item?				X	Each one is reviewed separately and voted on by application and agreement. RFPs are reviewed separately and listed separately in the minutes.		X			
Are application, contracts and requests for payments motions/decisions recorded in the board minutes?				X	Yes					
Has your district delegated signature authority for requests for payments to be approved outside of board meetings? How are they recorded in your board meeting minutes?		X			Chairman always signs, the Tyrrell Board should consider signature designation to a member to potentially speed up payments to contract applicants. It is possible that the signatory authority was approved at an		X	A Plan of Action is suggested, but this item will likely be attended to at the next meeting.		

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					earlier date, prior to the current staff being hired, but the Board will clarify this at their next meeting. No issues have been raised to date as the Chair has always provided the necessary signatures as needed.					
Applicants are limited when applying for incentive BMPs. How does your district track applicants so they do not go over the practice caps and to be sure they haven't already "adopted" the practice?				X	Staff has a note in the folder and checks with staff in adjoining districts. Staff knows the majority of the applicants, and their operations. The self-certification form is also used.		X			
If multiple partners farm together, how does the district track individual applicants as one operation or entity?				X	As stated above, staff generally knows the operations of the applicants and checks with staff from adjoining districts. The self-certification form is also used.		X			
At what point in the application process does the district develop the contract? (After Ranking, After Application Approved?) Describe this process.				X	This is somewhat dependent upon the practice. As an example, cover crop contracts may be done at the same time as the natural resource assessment, possibly at times prior to the ranking. Necessary field measurements and plan mapping may be performed at the time of sign up. Practices such as land smoothing will generally have field measurements performed after the application but before ranking. Staff does a good job in performing the natural resource		X			

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					assessments and needs of the applicant and in prioritization of the work.					
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?				X	Staff will meet onsite or at the office, go over the stipulations of the practice and contract, go over and discuss the plan with the applicant, and ensures they understand work can't begin until the Division approves the contract. Worksheets and other design and/or planning information may be shared at this point, but always is prior to construction or planting. A formal letter on district letterhead is mailed to each applicant as well.		X			
What procedures do you follow for notifying the applicant that work can begin?				X	A letter, and phone call or site visit.		X			
Describe the district/board's procedure for approving supervisor contracts.				X	Follow process but the only supervisor contracts they have had recently were cancelled (brother took over operation).		X			
Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				X	Yes		X			
Is each contract reviewed in detail with the board before approval? Do you project CS2?				X	Conservation plan map provided along with contract. Plan maps are projected. Drone footage, crop		X			

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					disaster contracts are also projected with photographs/drone photos and videos					
What information do you provide the applicant?				X	Standards sheets, contract and plan, elevations on land smoothing, maintenance agreements, elevations on water control structures, the contract, and all other necessary and relevant materials.		X			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed correctly and by the contract deadline?				X	Field visits are made as necessary including surveying, water control structures elevations checked, elevations checked before and after land smoothing. Does check on cover crops and seeding (per square foot seed survey), and long-term no-till prior to planting.		X			
How do you track the Commission’s interim performance milestone? One-third of the work must be completed within 12 months of division approval. Are you using CS2?				X	This isn’t “officially” tracked as such, but staff is aware and cognizant of the status of the contracts. It can take up to a 6-month wait for risers on water control structures to be built and delivered, so this milestone may not always fit well with actual field work as it is performed. Tyrrell has had no issues with expired contracts due to this issue.		X			


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If 1/3 of the work has not been completed within 12 months and the cooperator requests additional time, is the district recording 6-month extensions in the board minutes?		X			The majority of contracts perform well. This milestone is not necessarily recorded in the board meeting minutes.		X	A Plan of Action is suggested, but this item will likely be attended to as they become due. It is recommended that this occur and be documented in the minutes		
What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards?	X				Land smoothing elevations are shown, pre and post construction. Cover crop photos are taken When planted and again after the kill-off. WCS photos taken and elevations taken during the construction and of the as-builts.		X	There was good documentation in the file folders and it was evident during the field reviews that care is taken to ensure BMPs are installed correctly, by specifications, and with proper functionality. Some of the WCS installed prior to the current staff had high elevations on some of the risers. Current staff is performing duties to ensure the elevations are set properly. Staff has also helped other staff members in adjoining districts with their construction and checkout work and has helped train them. This is from a staff person that performs all duties, both administrative and field, and one that performs at a high level.		
Are BMPs measured then certified before the request for payment is approved? How is this documented?				X	See above, documented on worksheets and sometimes on Cons 6 notes. Survey information is recorded.		X			
Section 2: Spot Checks and Compliance Issues Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										


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Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWR.				X	N/A, but staff does check on nutrient plan and spot checks waste applications on those farms that are under the waste regulations.		X			
How does the district notify the NRCS area office or division to conduct spot checks for contracts that need to be spot checked by someone outside of the district? (Refer to Spot Check Policy)				X	N/A, there are no contracts that fall under the spot check policy.		X			


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How does your district notify individuals that have BMPs that are out of compliance or need maintenance? (Refer to Non-Compliance Policy)				X	Staff performs spot checks throughout the year, not just during the official spot check with the supervisors. Maintenance issues are discussed with the applicant at the time this is found, preventing major out-of-compliance issues. Policy is followed with the situations that have arisen.		X			
How are supervisors notified of BMPs that are out of compliance or need maintenance at any time throughout the year?				X	They are discussed at the board meetings		X			
Does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept in the contract file?				X	Yes, producer is sent a letter.		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation: contract numbers and/or names.				X	One situation, BMP fixed.		X			
Is the district notifying the division of non-compliance and resolutions?				X	Yes		X			
Section 3: Record Keeping Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										
Do you use the CS2 reports to show the board available program funds, encumbrances and expenditures?				X	At the initial allocation CS2 is used to provide the board with the current year allocations. Remaining funds discussed at each board meeting until funds are exhausted. The info from		X			

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					CS2 is used in a report to the Board, but an actual printout is not used per se.					
How are technical assistance and operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	Quarterly reports kept on file quarterly and yearly by fiscal year. The Tyrrell district handles the operating funds themselves but salary and other funds are handled by the County. Tyrrell uses the self-certification process for district funds and is in compliance with that legislation. Draft budgets are approved by the board as are the formal budgets. County funds are handled through Finance department and are audited in accordance with those regulations.		X			
Who in the office does work for Cost Share Programs?				X	Ty Fleming		X			
Is proper job approval authority (JAA) documented for each technical and cost share position? Please provide a copy of the latest approved JAA. (Print a copy of what is in the data base. Does it match the district's version?)	X				Staff has the JAA for the BMPs common to the Tyrrell district. WCS, land smoothing, cover crop, and row arrangement are the agriculture BMPs and recreational land smoothing, trails and walkways for recreational areas.		X	Staff obtained job approval authority for those practices implemented in the Tyrrell District quickly and without much help on training. He also has helped train district staff from neighboring counties in those practices he is versed in. He has provided job approval authority for those districts as well, speeding up the		

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								payment process considerably and providing great mentoring to them.		
Section 4: Contract Reviews and Site Visits Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										
Contract Number: 89-2010-005 Applicant Name: Harry Phelps BMP: water control structures <i>No photo</i>				X	Conduct normal maintenance checks		X			
Contract Number: 89-2015-003 Applicant Name: Scuppernong Farms BMP: Land smoothing <i>No photo</i>				X	Corn was up almost head high. Based upon the corn, things looked good! No noticeable depressions or dead or unusually high corn was noted. All documentation was in place including pre and post survey records		X			

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Contract Number: 89-2017-001 Applicant Name: Van Johnson BMP: AIM Water control structure 				X	Perform regular maintenance checks, all in order. Good use of additional funds		X			

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<div>Contract Number: 89-2019-001</div> <div>Applicant Name: Gary Comstock</div> <div>BMP: Water control structures</div> <div>Insert Picture</div> <div></div>				X	Structures were installed well. Perform routine maintenance.		X			

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Contract Number: 89-2019-006 Applicant Name: Joseph Landino BMP: Cropland conversion – CREP 				X	Newly planted, doing very well		X			

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Contract Number: Applicant Name: BMP: <i>Insert Picture</i>										
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General Contract Summary										